



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: TROOPER			Abbreviation: TROOPER
Class Code: 38631	OCC Code: 5	Analyst: EX	Effective Date: March 1, 2006

SUMMARY: Under general supervision, is responsible for highway patrol work of average difficulty or highway patrol-related staff work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Highway Patrol sub-series. An employee in this class is assigned to perform public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or is assigned to perform Highway Patrol related staff work of routine difficulty. This class differs from Sergeant in that an incumbent of the latter performs supervisory Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Enforces state and federal laws relating to the operation of motor and commercial vehicles: observes violations during routine patrols in an assigned geographic area using patrol cars, radar, and other detection equipment; compares vehicles and documents against motor and commercial vehicle laws for potential equipment, safety, dimensional size, weight, and driver requirement violations during on-site inspection; issues citations and assessments for vehicles exceeding established limits of operation; arrests individuals suspected of criminal activity and misdemeanor or felony offenses using firearms and personal protection equipment; assists other law enforcement agencies with police-related duties including riot control, local arrests, and undercover operations.
2. Patrols an assigned geographical area in a patrol car to monitor sensitive locations and watch for driving hazards, potential criminal activity, and motor vehicle violations: searches state and federal law enforcement databases to perform criminal history background checks, examine driver's license data, review stolen vehicle reports, and access other related information using a wireless computer; prepares citations for vehicles exceeding established limits of operation; files commercial vehicle inspection and case reports; reports hazardous road and environmental conditions to responsible agencies; secures traffic crash scenes and determines appropriate course of action; directs oncoming traffic at crash scenes, intersections, public events, and construction zones using hand signals, flashlights, or other available equipment; provides crowd control for public events, natural/man-made disaster scenes, or visiting dignitaries; administers first aid to injured persons.



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title:
TROOPER

Abbreviation:
TROOPER

Page 2

3. Investigates potential criminal acts under highway patrol authority including but not limited to traffic crashes and vehicular homicide: asks questions and records statements from witnesses, victims, suspects, and other law enforcement personnel; collects evidence and information obtained from witnesses according to departmental procedures and legal guidelines; prepares case reports by completing required forms and citing observations, evidence, and lab analysis to substantiate conclusions regarding alleged violations; submits legal correspondence, investigative case reports, and evidence to prosecuting attorneys for use in criminal prosecutions.

4. Provides area information, directions, and law-related instruction to motorists and other citizens through roadside assistance and safety education programs: gives presentations to public groups and civic organizations regarding highway safety, bicycle safety, winter driving, commercial vehicle safety, motorcycle safety, drug and alcohol abuse, safety restraint use, and work zone safety using videos, lectures, demonstrations, and other multimedia; provides roadside assistance to motorists by offering mechanical assistance, changing tires, supplying gasoline, or giving directions; provides informational training to day care transport or school bus drivers regarding state laws pertaining to school bus and child transportation safety.

5. Participates in legal and due process proceedings of persons involved in the violations of laws, rules, or regulations regarding criminal investigations: testifies under oath to judges, district attorneys, juries, or commissioners in depositions, court, and/or preliminary or departmental hearings to explain details of investigations; arranges and presents files and court exhibits for legal proceedings.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title:
TROOPER

Abbreviation:
TROOPER

Page 3

- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.